

North Carolina Security Breach Reporting Form
Pursuant to the Identity Theft Protection Act of 2005

*Indicated a mandatory field

*Name of the Company or Government Agency owning or licensing information affected by the entity experiencing breach:

JONES & HALE, LLP D/B/A MORNINGSTAR LAW GROUP

Entity Type: GENERAL BUSINESS
Address: 421 FAYETTEVILLE STREET
Apt/Suite/Building: STE 530
City: RALEIGH
State: NC
Zip Code: 27601
Telephone: (919) 829-4974
Fax:
Email: CJACKSON@MORNINGSTARLAWGROUP.COM

*Date Security breach Reporting Form Submitted: 08/25/2017
*Date the Security Breach was discovered: 05/18/2017
Breach Type: HACKERS/ UNAUTHORIZED ACCESS
*Estimated number of affected individuals: 5
*Estimated number of NC residents affected: 4

Name of company or government agency maintaining or possessing information that was the subject of the Security Breach, if the agency that experienced the Security Breach is not the same entity as the agency reporting the Security Breach (pursuant to N.C.G.S. 75-65(b))

Describe the circumstances surrounding the Security Breach: WE DISCOVERED THAT AN UNAUTHORIZED "AUTOMATIC FORWARD" OF INCOMING EMAILS HAD BEEN ADDED TO ONE EMPLOYEE'S EMAIL ACCOUNT. A SUBSEQUENT INVESTIGATION AND FORENSIC EXAMINATION CLARIFIED THE ESTIMATED TIME FRAME. MOST OF THE FORWARDED EMAILS DID NOT CONTAIN PERSONAL INFORMATION; HOWEVER, AN EXTENSIVE INVESTIGATION AND REVIEW OF EMAILS DURING THE AFFECTED TIME PERIOD WAS REQUIRED TO IDENTIFY THE EMAILS THAT DID CONTAIN PERSONAL INFORMATION OF FIVE PEOPLE.

Information Type: ACCOUNT #
CC/DC
SSN

*Regarding information breached, if electronic, was the information protected in some

manner:

If YES, please describe the security measures protecting the information:

THE EMAIL WAS IN A PASSWORD PROTECTED MICROSOFT OFFICE 365 EMAIL ACCOUNT.

*Describe any measures taken to prevent a similar Security Breach from occurring in the future:

THE PASSWORDS ON ALL ACCOUNTS ON THE EXCHANGE SERVER WERE CHANGED; REGULAR MONITORING OF THE ACCOUNT SETTINGS (INCLUDING FORWARD COMMANDS); REGULAR SCANS FOR MALWARE; TRAINING EMPLOYEES ON PHISHING AND OTHER SECURITY THREATS; AND ENHANCED LOGGING FOR OFFICE 365.

*Date affected NC residents were/will be notified:

08/24/2017

Describe the circumstances surrounding the delay in notifying affected NC residents pursuant to N.C.G.S. 75-65 (a) and (c):

THE FORENSIC INVESTIGATION AND REVIEW OF AFFECTED EMAILS TO DETERMINE WHAT, IF ANY, PERSONAL INFORMATION WAS COMPROMISED TOOK SEVERAL WEEKS. ONCE THE PERSONAL INFORMATION WAS DISCOVERED, WE PROMPTLY NOTIFIED THE AFFECTED INDIVIDUALS.

If the delay was pursuant to a request from law enforcement pursuant to N.C.G.S. 75-65(c), please attach or mail the written request or the contemporaneous memorandum.

How NC residents were/will be notified? (pursuant to N.C.G.S. 75-65 (e)):

WRITTEN NOTICE

Please note if the business demonstrates that the cost of providing notice would exceed two hundred fifty thousand dollars (\$250,000) or that the affected class of subject persons to be notified exceeds 500,000, or if the business does not have sufficient contact information or consent to satisfy subdivisions (1), (2) , or (3) of this subsection, for only those affected persons without sufficient contact information or consent, or if the business is unable to identify particular affected persons, for only those unidentifiable affected persons. Substitute notice shall consist of all the following:

- Email notice when the business has an electronic mail address for the

- subject persons
- Conspicuous posting of the notice on the Web site page of the business, if one is maintained
- Notification to major statewide media

Please attach a copy of the notice if in written form or a copy of any scripted notice if in telephonic form.

Contact Information ATTORNEY
Affiliation with entity
experiencing breach:

Organization Name: MORNINGSTAR LAW GROUP

Prefix:

*First Name: CHRISTOPHER

Middle Name:

*Last Name: JACKSON

Suffix:

Title: PARTNER

Address: 421 FAYETTEVILLE STREET

Apt/Suite/building: STE 530

City: RALEIGH

State: NC Zip Code: 27601

*Telephone: (919) 829-4974 Fax:

Email: CJACKSON@MORNINGSTARLAWGROUP.COM



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August __, 2017

Dear _____:

I am writing to let you know about a recent data security incident involving our firm which may have resulted in the disclosure of some of your personal information.

What Happened:

We discovered that an unauthorized "automatic forward" of incoming emails had been added to my Morningstar Law Group email account. Thus, for a period of time, information sent to my email account was forwarded to an unauthorized external email address.

As soon as we discovered this issue, we took immediate measures to resolve the situation and are satisfied that it is, in fact, resolved. We immediately terminated the auto-forward command, changed all passwords, and had our IT company conduct a thorough review of all of the firm's email accounts. We also had an outside forensics expert conduct an investigation of the nature and scope of the breach and an analysis of the email account. We then reviewed all emails that were likely forwarded, and identified emails containing personal information of five people (including one email that contained the personal information described below) that may have been among the forwarded emails.

What Information Was Involved:

When we reviewed the emails that were improperly forwarded, we found an email that included [a tax form containing [your social security number][_____'s social security number]] [a copy of a personal check made out from you to the firm] [a sponsorship form containing your credit card information].

We are not aware of any attempts to use the information contained in these emails for any improper purpose to date.

What We Are Doing:

Morningstar Law Group respects the privacy of its clients, colleagues, and business partners, and the confidentiality of your information. We have strengthened our security protocols and implemented additional security measures (including additional monitoring, scans, and training and enhanced logging for Office 365) to prevent a recurrence of such an attack and to protect the privacy and confidentiality of our information moving forward.

What You Can Do:

The attachment to this letter provides information on steps you can take to protect yourself against identity theft. Please read the attached steps you can take to protect your personal information.

In addition, we would like to offer you a year of credit monitoring at our cost. Please contact our firm administrator, Amanda Walsh at 919-590-0386 for the details of this service and information on how to enroll.

We appreciate the confidential nature of the information involved and we deeply regret that this incident occurred. If you have any questions, please contact Amanda or me.

Sincerely,

MORNINGSTAR LAW GROUP

Mack Paul
Partner

STEPS YOU CAN TAKE TO PROTECT YOUR PERSONAL INFORMATION

▪ **Review Your Account Statements and Notify Law Enforcement of Suspicious Activity**

As a precautionary measure, we recommend that you remain vigilant by reviewing your account statements and credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission (FTC). You have the right to obtain a police report regarding the breach.

To file a complaint with the FTC, go to www.ftc.gov/idtheft, or call 1-877-1D-THEFT (877-438-4338). Complaints filed with the FTC will be added to the FTC's Identity Theft Data Clearinghouse, which is a database made available to law enforcement agencies.

▪ **Copy of Credit Report**

You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting <https://www.annualcreditreport.com>, calling toll-free 877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You can print a copy of the request form at <https://www.annualcreditreport.com/cra/requestformfinal.pdf>. Or you can elect to purchase a copy of your credit report by contacting one of the three national credit reporting agencies. Contact information for the three national credit reporting agencies for the purpose of requesting a copy of your credit report or for general inquiries is provided below:

Equifax
(800) 685-1111
www.equifax.com
P.O. Box 740241
Atlanta, GA 30374

Experian
(888) 397-3742
www.experian.com
535 Anton Blvd., Suite 100
Costa Mesa, CA 92626

TransUnion
(800) 916-8800
www.transunion.com
P.O. Box 6790
Fullerton, CA 92834

▪ **Fraud Alert**

You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least 90 days. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at <https://www.annualcreditreport.com/index.action>.

▪ **Security Freeze**

In many states, including North Carolina, you have the right to put a security freeze on your credit file. This will prevent new credit from being opened in your name without the use of a PIN number that is issued to you when you initiate the freeze. A security freeze is designed to

prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to obtain credit. You must separately place a security freeze on your credit file with each credit reporting agency. Additionally, if you request a security freeze from a consumer reporting agency there may be a fee up to \$5 to place, lift or remove the security freeze. In order to place a security freeze, you may be required to provide the consumer reporting agency with information that identifies you including your full name, Social Security number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement or insurance statement.

▪ **Additional Free Resources on Identity Theft**

You may wish to review the tips provided by the Federal Trade Commission on how to avoid identity theft. For more information, please visit <http://www.ftc.gov/idtheft> or call 1-877-ID-THEFT (877-438-4338). A copy of *Taking Charge: What to Do if Your Identity is Stolen*, a comprehensive guide from the FTC to help you guard against and deal with identity theft, can be found on the FTC's website at: <http://www.ftc.gov/bcp/edu/pubs/consumer/idtheft/idth04.shtm>. You may also contact the North Carolina Attorney General's Office for additional information about protecting yourself from identity theft: <http://ncdoj.gov/Protect-Yourself/2-4-3-Protect-Your-Identity.aspx> or call 1-877-5-NO-SCAM (1-877-566-7226) or (919) 716-6000.